

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA**

**ECF REGISTRATION FORM**

This form shall be used to register for an account on the Court's Electronic Filing ("ECF") system. Only those registered with the Court's ECF system will be able to electronically file documents with the Court. The following information is required to register with the Court's ECF system:

**Personal Information:**

**(Please type or print legibly;  
All fields must be completed)**

Name:	
Are you a member in good standing of the bar of this Court? _____Yes    _____No	
Otherwise, state the basis for your registration (e.g., receiver, mediator, admitted <i>pro hac vice</i> , etc.) and the case number in which you are appearing:	
State Bar Number:	State Admitted:

**Firm / Office Information:**

Firm Name:		
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	
E-mail Address for Service (transmission of ECF Notices to this address constitutes service under the Federal Rules):		
First Additional E-Mail Address (optional) (courtesy copies of ECF Notices will be transmitted to this address):		
Second Additional E-Mail Address (optional) (courtesy copies of ECF Notices will be transmitted to this address):		

**Your User Login and Password will be emailed to you by the Clerk upon processing of this form.**

**BY COMPLETING THIS FORM YOU CERTIFY AND AGREE TO THE FOLLOWING:**

1. I have read the Court's most recent local rules and general orders regarding electronic filing and the most recent version of the Court's ECF Policy Manual, all of which can be found in the local rules section of the Court's website at [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov).
2. I agree that the combination of my User Login and Password will serve as my signature for purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and any applicable statute or regulation of the United States. Consequently, I agree to protect the security of my User Login and Password.
3. If I suspect someone is using my User Login and Password without my permission, I agree to change my password immediately using the ECF system's utility menu, and to notify the Clerk by telephone at 1-405-609-5555 or toll free at 1-888-609-6593 or by e-mail at [helpdesk@okwd.uscourts.gov](mailto:helpdesk@okwd.uscourts.gov).
4. A participant's registration with the Court's ECF system shall constitute a waiver of conventional service of papers. Other than service of a summons or complaint, I agree that the service required by Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d), and Fed. R. Crim. P. 49(c) shall be given to me by electronic transmission through the Court's ECF system to the E-mail Address for Service provided above. I agree that transmission to me at my E-mail Address for Service of a Notice of Electronic Service constitutes service on me of the paper or papers identified in the Notice for purposes of Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d), and Fed. R. Crim. P. 49(c).
5. If any of the information provided on this form changes, I agree to comply with the Court's local rules regarding changes of address.

Signature: s/\_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Email this form to:**

[Helpdesk@okwd.uscourts.gov](mailto:Helpdesk@okwd.uscourts.gov)

**or mail to:**

Carmelita Reeder Shinn, Court Clerk  
United States District Court  
Western District of Oklahoma  
200 N.W. 4th Street, Room 1210  
Oklahoma City, Oklahoma 73102